

NOTICE TO CANDIDATES



UNIVERSITY of CAMBRIDGE
ESOL Examinations

All Cambridge ESOL examinations (except YLE)

**This notice contains important rules and regulations for the day of the exam.
Please read it carefully. If there is anything you do not understand, ask your teacher or supervisor.**

RULES AND REGULATIONS

- **YOU MUST** provide an original photographic ID (for example, passport or national identity card) at every paper.
- **YOU MUST** only have on your desk what you need to complete the exam (pens, pencils and erasers).
- **YOU MUST** disable any alarms on your mobile phone, or other electronic devices, then switch them off and place with your personal belongings where the supervisor indicates.
- **YOU MUST** stop writing immediately when told to do so.
- **YOU MUST** wait until the supervisor has collected your candidate access token or question paper, answer sheet(s) and any paper used for rough work before you leave the exam room.
- **DO NOT** cheat, copy, give anything to, take anything from, or talk to another candidate.
- **DO NOT** talk to or disturb other candidates during the exam.
- **DO NOT** bring to your desk any electronic device such as mobile phones, digital sound recorders, MP3 players or cameras etc.
- **DO NOT** use, or attempt to use, a dictionary (except for an English-English dictionary in **Skills for Life Reading Entry 1, 2 and 3**).
- **DO NOT** use correction fluid on answer sheets.
- **DO NOT** smoke, eat or drink in the exam room, apart from water in a plastic bottle.
- **DO NOT** leave the exam room for any reason without the permission of the supervisor.
- **DO NOT** take any question papers or answer sheets out of the exam room.
- **DO NOT** make any noise near the exam room.

ADVICE AND INFORMATION

Make sure you are on time

- Know the date, time and place of your exam and arrive well before the scheduled start time.
- If you arrive late for any of the papers, report to the supervisor. In some cases you may not be allowed to take the exam.
- If you are admitted late, not all of your work may be accepted.
- If you miss any of the papers, you may not be given a grade.

Advice and assistance during the examination

- Listen to the supervisor and follow the instructions.
- If you are not sure about what to do, raise your hand to attract attention. The supervisor will come to your assistance.
- You must not ask for, and will not be given, any explanation of the questions.
- If you do not feel well on the day of the exam or think that your work may be affected for any other reason, tell the supervisor immediately.

For paper-based tests

- Read carefully and follow the instructions on the question paper and answer sheet.
- Tell the supervisor at once if:
 - your personal details on the answer sheet are wrong
 - you think you have been given the wrong question paper
 - the question paper is incomplete or badly printed.

For computer-based tests

- Read carefully and follow the instructions on the screen.
- Tell the supervisor at once if:
 - your personal details on the screen are wrong
 - you think you have been given the wrong test
 - the on-screen questions are incomplete or poorly presented
 - your headphones are not working.

DISQUALIFICATION WARNING

If you cheat, use any unfair practice or break the rules, you will be disqualified.

THIS NOTICE MUST BE VISIBLY DISPLAYED OUTSIDE (NOT INSIDE) THE EXAM ROOMS.



6702285185